Accreditation System
Structure and Cycle

	Institution or Program Sponsors			Commission on Teacher Credentialing
	At the Institution	**Submit to CTC**		**COA and/or Staff will Review**
Year 1	Data Gathering & Analysis			
Year 2	Data Gathering & Analysis	Data Report (Years 1 & 2)		• Data Report: if warranted, questions could trigger staff or site visit.
Year 3	Data Gathering & Analysis			
Year 4	Data Gathering & Analysis	Data Report (Years 3 & 4)	Program Review Document	• Data Report: if warranted, questions could trigger staff or site visit. • Program review teams review each program's documentation and pose questions for institution. • Program review teams agree on preliminary findings for program standards.
Year 5	Data Gathering & Analysis		Response to questions on program review	• Program review teams submit preliminary findings and remaining questions or concerns to the COA. • COA determines which , if any program(s) need to be included in the site visit.
Year 6	Data Gathering & Analysis	Data Report* (Years 5 & 6)	Common Standards Self-Study	• Site team is provided with preliminary findings from program review teams and all previous documentation (data reports) from this cycle. • Site team visits the institution reviewing all Common Standards and any area identified by the Program Reviews. • Team submits an accreditation report to COA. • COA makes an accreditation decision.
Year 7*	Data Gathering & Analysis		Follow-up to site visit	• COA reviews follow-up, if warranted, asks further questions. Follow up may exceed one year at the discretion of the COA.
*After completing the seven year cycle, the institution begins the cycle again				

* Data related to approved subject matter programs is submitted in Year 6